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28 May 1964

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d. Provision of Furniture, Furnishings and Household Equipment

(1) It is the general policy of the Agency to provide furniture, furnishings and household equipment in overseas employee housing through the shipment abroad of the employees' personally owned furnishings and household effects at Government expense subject to the limitations prescribed in [ ] In those cases where adequately furnished quarters are provided, [ ] shipment of personally owned household effects will be subject to the reduced weight limitation prescribed in [ ]

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or the Agency, or for use in property privately acquired under the Quarters Allowance system. Under these circumstances, the Chief of Station may procure and issue to the individual, on a quasi-personal basis, the following items which are not normally included in an individual's household effects:

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1. Stoves
2. Refrigerators
3. Wardrobes, where adequate closets do not exist.
4. Transformers required to operate issued appliances.
5. Washing machines and driers in those cases where an employee has dependents at the post and where no adequate commercial or Government laundry facilities exist; or where no adequate laundry facilities exist and the laundry equipment will be utilized by two or more employees not having dependents at the post.

(b) Where furnished quarters are available at the post from a

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[redacted] maximum utilization of these quarters will be made. The Chief of Station is authorized to issue the items listed in (a) above to personnel occupying such quarters. Should the furnishings provided [redacted] be clearly inadequate for representational or operational needs of an employee, they may be augmented by limited Agency issue on a quasi-personal basis upon the prior approval of the Chief of the Operating Division concerned.

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(3) Furniture, furnishings and equipment presently on hand or in use as of the date of this regulation may be re-issued without regard to the above limitations for the duration of its economically serviceable life.

(4) Exceptions to the above policies may be made in individual cases or for entire posts only where there is strong justification for reasons

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of economy to the Government, operational considerations  Such exceptions will be made by the Deputy Director for Support.

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(5) When the provision of quasi-personal furniture to employees has been approved, the furniture normally will be procured in the Field. However, in justifiable circumstances, Operating Division Chiefs may authorize the procurement of quasi-personal furniture and furnishings in the United States for shipment to the Field. With due regard to security, furniture and furnishings provided by the Agency shall be used by succeeding personnel.

(6) Furniture, furnishings, and equipment to be procured for use in Agency provided quarters shall be in accordance with the Table of Allowances set forth in Attachment 1 to this regulation. Except for non-housekeeping quarters, the Table of Allowances does not include linens, blankets, dishes, glassware, kitchen utensils, or any similar items of personal effects and household equipment. However, Chiefs of Station or Base are authorized to maintain limited stocks of these items for loan to employees when awaiting arrival of their personal effects and during the period prior to departure when personal effects have been returned to the United States.

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*JB*  
*File - Furniture*  
*and Furnishings*

Director of Logistics

4 MAY 1964

Deputy Director for  
Support

The attached study is forwarded for DD/S decision on the recommendations contained in paragraphs 25 through 28.

[Redacted Signature Box]

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JAMES A. GARRISON  
Director of Logistics